

Marketing & Business Associate, Delaware Shakespeare

Del Shakes seeks a professional arts/nonprofit associate to support its year-round programming and help the company continue to grow. Specifically, the Marketing & Business Associate will oversee and implement marketing and public relations tasks, work with a bookkeeper to process all company financial transactions, develop and implement earned income opportunities, and, in tandem with the Producing Artistic Director, Board, and other team members, represent the company in various external affairs.

- Oversee and implement marketing and publicity efforts for summer festival, community tour, bonus programming, special events, and institutional brand identity.
 - Baseline graphic designs skills very helpful (InDesign and Photoshop)
- Provide raw data and inputs to Del Shakes bookkeeper (track payments and letters of agreement, pull financial reports from ticket service and Square, etc.)
- Assist in maintaining and operating PatronManager database and ticket sales
- Identify and pursue new or increased sources of earned income, in line with mission
- Coordinate box office and front of house procedures with Associate Producer and House Manager for Summer Festival
- Serve as part of rotating on-site staff for summer festival and bonus programming
- Coordinate with development staff for event planning and implementation
- Coordinate with Producing Artistic Director to represent the company at Del Shakes events, community meetings, and select external affairs

Requirements:

- Part-time employee, averaging 20 hours a week over the course of a year, but could fluctuate between 10-15 hours to 25-30 hours. Weeks with more hours would be focused around Community Tour and Summer Festival.
- Work at home is an option, but Associate would be asked to be in Del Shakes' office at least 1-2 days a week
- Current staff uses their own computers with Microsoft Office (Del Shakes office environment is slightly "tech start-up")
- Position requires flexible time schedule during typical Monday-Friday work hours, and ability to work some evenings and weekends during performance periods
- Familiarity with or ability to learn QuickBooks, WordPress, MyEmma, Patron Manager/Salesforce, Dropbox, Google Docs, Gmail, graphic design software, Microsoft Office, and social media platforms a plus
- Delaware residents encouraged to apply.
- Flexible transportation optimal

QUALITIES DESIRED

Professional, detailed-oriented, entrepreneurial spirit, self-starter, solid writer, passion for vision of Del Shakes, good-spirited, compassionate, desire to go above and beyond the call of duty. Bachelor's degree in Arts Management or related field preferred (or equivalent professional experience).

PAY

\$19/hr. Based on average of 20 hours a week, yearly salary would be approximately \$20,000. 40 vacation/personal hours.

TO APPLY

Interested candidates should send an email or letter of interest to jobs@delshakes.org, sharing what appeals to you about the Marketing & Business Associate position at Del Shakes.

We'd also like to know what in your background, skills, or experiences would position you to succeed in this position. This could be captured in a resume, but it could also be a video message, a collage, a poem, a drawing, etc.